



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Governor

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Acting Director

April 29, 2003

WIA GUIDANCE LETTER #04-03

TO: All Local Workforce Investment Board (LWIB) Members

CC: All WIA Program Directors

SUBJECT: New Automated Processes for Initial Eligibility and Re-Certification of Training Programs to the state Eligible Training Provider List (ETPL)

REFERENCE: 20 CFR, Part 652 et al. P.L. 105-220, Section 122(c), (d), (e) Workforce Investment Act of 1998; WIA Final Rules Subpart E 663.530, 663.540, 663.550, 663.555, 663.565, 663.570 dated August 11, 2000; WIA Guidance Letter #03-03 dated April 17, 2003.

BACKGROUND: As the result of a waiver granted to the state by the U.S. Department of Labor (USDOL) last fall, initial eligibility for many training programs currently approved to the eligible training provider list (ETPL) was extended until June 30, 2003. In anticipation of this deadline, the processes for both initial certification and re-certification of training programs have been made fully automated and can be accessed through the ETPL web site at www.ade.az.gov/arizonaheat. In addition, a concerted effort has been made to reduce the amount of student data providers must submit to the state to re-certify their training programs annually. Among the changes made to the re-certification process are the following:

- (1) Re-certification is not required of registered apprenticeship programs.
- (2) Training providers can "self-report" performance outcomes for training programs with a student universe of five (5) or fewer students during a reporting period (program year).
- (3) The same student data that providers traditionally submit to the state as required under the Carl D. Perkins Act, will now be used as the basis for re-certifying programs to the ETPL as well. The Department of Education (DOE) will be responsible for entering the performance outcomes for these programs on the ETPL web site.
- (4) For training programs that do not fall within categories 1 through 3 above, student data is now accepted through a secure location on the state Workforce Development Administration's (WDA) web site. All providers have been assigned a user i.d. and password for this purpose, and are only required to submit student data on a *representative sample* of the students in each program, rather than reporting on the entire student universe in each program. Once the student data is matched to the state unemployment insurance wage records, the aggregated results are submitted directly to the state DOE where it will be used as the basis for entering performance outcomes for the relevant programs.

The ETPL web site provides detailed instructions for re-certifying training programs, and WIA Guidance Letter #03-03 (4/17/03) includes a summary of the various re-certification processes.

Before the DOE actually publishes performance outcomes on the web site for a given training program, the LWIB that originally approved the program will receive an e-mail notification. This notification informs the LWIB that a training program is pending its approval. In the past, due to the infrequency of LWIB meetings in some LWIAs and the lack of a designee (i.e. individual or subcommittee) in other LWIAs with authority to review and approve/disapprove training programs for re-certification, training programs were left in "pending" status for months. This resulted in the inability of some WIA participants to enter training, and was a source of frustration for training providers who had submitted performance data in accordance with established timelines.

ACTION REQUIRED: Each LWIB is strongly urged to appoint a designee responsible for reviewing all pending training programs, so that decisions regarding re-certification can be communicated to the DOE in a timely manner. Please notify Mr. Jim Kooistra, DOE, at (602) 542-3045 regarding the selection of your designee. LWIBs will still have the option of full board review of performance outcomes. If this review results in subsequent disapproval of a training program, the program will be removed from the ETPL once the LWIB has submitted a written explanation to the training provider.

Please feel free to contact Mr. Jim Kooistra or Ms. Pat Gregan, WDA, at (602) 542-2490 for additional information.

Sincerely,



David R. Ellis
Program Administrator (Interim)
Workforce Development Administration

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